

NRC FORM 114
(1-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Ch, Workforce Plan & Info Mgt		ANNOUNCEMENT NUMBER 0239002	DATES: OPENING 10/29/01 CLOSING (Close of business) 11/26/01	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)
SERIES 0340	GRADE GG-15	KNOWN PROMOTION POTENTIAL TO 15	AREA OF CONSIDERATION NATIONWIDE WASHINGTON, DC COMMUTING AREA REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER STATUS ONLY*	
ORGANIZATION LOCATION Office of Human Resources Workforce Planning and Information Mgmt			TYPE OF POSITION BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING NONBARGAINING UNIT <input checked="" type="checkbox"/> PART-TIME TEMPORARY APPOINTMENT NOT TO EXCEED	
DUTY LOCATION Rockville, MD	TRAVEL REQUIREMENTS Minimal	NAME OF IMMEDIATE SUPERVISOR Paul E. Bird		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

*** AREA OF CONSIDERTION: GOVERNMENT-WIDE/STATUS APPLICANTS ONLY**

Incumbent supervises the activities of personnel involved in agency-wide workforce planning and information management. Responsible for managing and coordinating agency-wide strategic workforce planning and analysis activities. Manages the development and implementation of human resources information technologies. Collects, analyzes, and reports on

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which is in or directly related to the line of work of this position and which has equipped the candidate with the knowledge, skills and abilities to successfully perform the duties of the position. This experience must demonstrate ability to manage human resources information systems.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Demonstrated ability to analyze and evaluate workforce planning issues and requirements and formulate sound and comprehensive recommendations which impact budgetary decisions.

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FOR ADDITIONAL INFORMATION CONTACT

Nancy Tucci**EEmail: NCT1****Mail Stop: T-2D32**

TELEPHONE

AREA
CODE

NUMBER

301**415-7009**

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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DUTIES OF POSITION - CONTINUED

the demographics, allocation, utilization, competencies, and training of agency's workforce. Provides supports for the integration of HR's strategic, performance, and operating plan with agency programs and mission. Provides support for HR contractual and budgetary activities.

RATING FACTORS - CONTINUED

(EXAMPLE: Describe specific work experience, training, education and accomplishments that demonstrate your knowledge of planning, budgeting, and performance monitoring programs and your ability to conduct independent analyses, evaluations and studies. Provide specific examples of the types of analyses and evaluations you performed and their results.)

2. Knowledge of project management techniques and practices and ability to manage a major information technology project, including procurement planning and implementing contract management and contractor oversight.

(EXAMPLE: Describe your specific education, training, and experience that demonstrates your knowledge of federal or private sector project management techniques and your ability to oversee a large project and manage contracts, specifically information management projects. Be specific in describing types of assignments, their size, complexity and software tools used to manage the project. Describe your knowledge of contracting procedures, policies, and practices in the development and implementation of contractual requirements.)

3. Knowledge of information technology applications including relational database management systems, workforce planning systems, and automated human resources information systems and Web-related technologies.

(EXAMPLE: Describe specific training, education and experience that demonstrates your knowledge of information technology applications. What kinds of software have you used and for what purposes? Describe your specific experience with integrated computer systems relational databases and automated human resources information systems. Provide specific examples and accomplishments.)

4. Demonstrated ability or potential to provide leadership and to effectively utilize human resources.

(EXAMPLE: Describe specific experience, training, and developmental assignments which demonstrate your ability or potential to provide leadership, project management, and supervision as evidenced by success

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RATING FACTORS - CONTINUED

in areas such as: resolving difficult and complex problems; formulating program goals and objectives; planning long-term and short-term program activities; establishing and controlling procedures and schedules of work products or programs; establishing methods for evaluating effectiveness of work programs and procedures; providing oversight, guidance and direction to personnel of diverse backgrounds to foster a motivated team atmosphere; and, effectively utilizing human resources.)

5. Demonstrated skill in effectively communicating information, ideas, and advice in a clear, concise and logical manner, both orally and in writing.

(EXAMPLE: Describe specific experience, education, training, and accomplishments that demonstrate your ability to: (1) use formal and informal networks to build support for programs; (2) lead complex discussions and consolidate complex and diverse opinions into concise, balanced, and well-founded recommendations; (3) establish effective working relationships with multiple organizations with diverse backgrounds; (4) establish effective relationships with management, supervisors, peers, and subordinates to foster a motivated team atmosphere; and (5) develop and implement successful approaches to problem solving. Describe your most difficult or challenging writing assignments or presentations.)

NOTE: Breadth, recency, and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY. PROVIDE A COPY OF YOUR DD-214 OR OTHER PROOF OF ELIGIBILITY.

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RATING FACTORS - CONTINUED

PLEASE SUBMIT RESUME INCLUDING SALARY HISTORY, SF-171, OR OF-612, STATEMENT ADDRESSING RATING FACTORS, AND YOUR MOST RECENT PERFORMANCE APPRAISAL TO:

U.S. Nuclear Regulatory Commission
Washington, DC 20555
ATTN: Nancy Tucci Mail Stop: T-2D32

SALARY RANGE: \$87,864 - \$114,224

REASONABLE ACCOMMODATION WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.